



SALVE REGINA
UNIVERSITY

HUMAN RESOURCES NEWS

MARCH 2024

HR Updates, Initiatives, and Related Resources

HR Health and Wellness Survey: The Office of Human Resources is conducting a confidential survey to give employees the opportunity to express their views on the University's wellness offerings. The results of this survey will be used to make action plans on improving, discontinuing, and/or adding to the wellness program. Please click [HERE](#) to complete the Health and Wellness Survey! The deadline to **submit survey responses is Friday, April 5**. We appreciate your participation in this survey and look forward to your feedback.

Spring Fitness Classes: Enjoy FREE HIIT Circuit classes hosted by Stephanie Beachem starting **March 7th**. For registration and more information please see [pg. 2](#).

HR Wellness Events—Massage Therapy: Feeling stressed, burnt out or need some self-care? Take advantage of the Chair Massage offerings for Faculty and Staff provided by the Office of Human Resources. Registration will be required in order to attend. If you're interested in a chair massage with one of the three therapists, please register [HERE](#). For more information please refer to [pg. 2](#) or contact caitlin.mculty@salve.edu.

HR Lunch and Learns: Please join us for, "Make the Move Toward Long Term Financial Security," in March along with, "Discover the Roots of Trees: What Can We Learn from Salve's Arboretum," in April. Feel free to register and learn more on [pg. 3](#). For any questions or concerns please contact caitlin.mculty@salve.edu.

Professional Development: These opportunities are through RIHETC and The Chronicle of Higher Education. To participate and register, please visit [pg. 5](#).

Live Virtual Wellness Webinars: Are available from Harvard Pilgrim, Coastline EAP and TIAA throughout **March**, covering a variety of topics. For a list of upcoming webinars, visit the [Campus@Salve HR Page](#) or [pgs. 6—7](#).

Live Virtual Interview Exchange Training for Supervisors: The Office of Human Resources will be hosting a live-virtual training for supervisors to discuss the functionality of Interview Exchange. Topics include: requisition submittals, approval process, background and reference screenings, and position/applicant review. This will take place on **Tuesday, March 12th from 2:30—4:00pm**. Supervisors who are interested in participating can join [HERE](#) and should contact [Stephanie Beachem](#) to confirm attendance.

HR Campus Groups and Pages: Looking for resources to stay informed? No problem! Please review the [HR group](#) and [HR campus page](#) to **see benefits and wellness, HR Policies, HR Forms and requests, compensation, and learning and development**. Additional resources for supervisors can be found the HR Supervisors Group. HR has also added two pages ([Learning and Development](#) and [Compensation Resources](#)).

Welcome New Hires!



Tracy Hauver
Mental Health Coordinator
Dean of Student's Office



Charles Morro
Safety and Security Officer,
EMT-Cardiac
Safety and Security Office



Inside this Issue:

HR Updates, Initiatives and Related Resources	1
Welcome New Hires!	1
Spring Fitness Class for Faculty and Staff	2
HR Wellness Event—Massage Therapy	2
March and April HR Lunch & Learns	3
Newport Night Run	4
Professional Development Opportunities!	5
Wellness—Harvard Pilgrim Free Webinar Series	6
Coastline EAP Live and On-Demand Webinars	7
TIAA Live Webinars	7
Candlelit Prayer Service	8
Free Online Training with LinkedIn Learning	8
Library Events—Inclusive Reading Club	9
Salve Day of Giving	9
Catherine's Cupboard	10
Merch for Staff and Staff Lunch with the President	11
Faculty Lecture Series—Women and Gender	11
Important Dates	12



Spring Fitness Class for Faculty & Staff

HIIT Circuit

FREE classes with Stephanie Beachem

**Every Thursday from 12:00—12:40pm
March 7—May 30
Antone 126**

Get ready to break a sweat with certified ISSA personal trainer and fellow colleague, Stephanie Beachem!

This will be a fun, sweaty and energetic full body HIIT circuit workout that challenges your cardio & muscular endurance by completing as many rounds as possible within a set time with minimal to no equipment. The workout will last 30-minutes and will offer modifications so all levels can participate! You are welcome to bring your own yoga/exercise mat and a set of lightweight dumbbells. Waivers can be submitted at or before your first class to Caitlin McNulty at caitlin.mcnulty@salve.edu. Waivers can be downloaded and signed by clicking [HERE](#).



HR Wellness Event—Massage Therapy

Chair Massages for Faculty and Staff

**Thursday, April 18
11am—2pm
Ochre Court Library**

Massage Therapists: Ginny Layton
Suzanne Seling
Dawn Bronson



For many people, everyday stresses build up in the form of tension in the back, neck, and shoulders. At this worksite event, a licensed massage therapist will help relieve that tension. During your 12 minute chair massage, you will sit in a special chair that supports your entire body. You will remain fully clothed as your massage therapist works on your shoulders, neck, arms, back, and hands. With less stress, you will be able to return to work feeling refreshed and ready to conquer the rest of the day!

Registration will be required in order to attend. If you are interested in a chair massage with one of the three therapists, please register [HERE](#). If you register and can no longer attend, please remove your name so other employees may sign up. Water and tea will be provided to employees who register and attend. Please arrive a few minutes prior to your scheduled time slot to sign in as well as read and sign the consent form before meeting with the therapist. Any questions or concerns can be directed to caitlin.mcnulty@salve.edu or X2165.



March and April HR Lunch and Learns

Make the Move Toward Long Term Financial Security

REGISTER

Ochre Court Library

Thursday, March 21

12—1pm

Presenter: Dan Samson

Lunch Provided



This seminar will review the keys to successful money management and will show you how to juggle current financial demands with future retirement saving strategies. The goal is to make sure you're on the path to lifelong financial security.

We'll help you prepare by discussing how to:

- Understand what you're aiming for
- Know the ways to save
- Consider your priorities
- Plan now for lifetime income
- Put your spending plan together

HR is partnering with members of the sustainability committee to offer an environmental wellness lunch and learn!

Join Mary Beth Pelletier, Office of Mission Integration and Mike Chester, Superintendent of Grounds for a lunch & learn on Salve's Level II Arboretum. Engage with Salve Regina's Level II Arboretum through this workshop and learn planting techniques and maintenance, the symbolism of the University's trees, and join in a reflective discussion and story sharing on the metaphors for diversity, equity, and inclusion in the trees.



This session will begin indoors for lunch and an overview of the history and curation of Salve's Arboretum and then presenters will take attendees outside to plant a tree!

Discover the Roots of Trees: What Can We Learn from Salve's Arboretum?

REGISTER

Ochre Court State Dining Room

Monday, April 8

12—1pm

**Presenters: Mary Beth Pelletier &
Mike Chester**

Lunch Provided

As a reminder, HR wellness lunch and learn events can be logged for points in the Harvard Pilgrim Living WellSM Portal. Each HR lunch and learn is 200 points; employees enrolled in the University's medical plan who earn 1,000 pts by December 15, 2024, will receive a \$260 payroll credit in February 2025.

Information on the 2024 wellness program can be found [HERE](#) and instructions on how to access, log and confirm points can be found [HERE](#). Questions? Please email Caitlin McNulty, Benefits and Wellness Specialist, at caitlin.mcnulty@salve.edu or X2165.



Newport Night Run



Saturday, April 6 at 7:30 PM



Join members of Salve's Health & Wellness Committee for the Newport Night Run! The city-by-the-sea's annual after-hours 5k run/walk benefit the Newport Public Education Foundation.

REGISTER HERE



If you are interested, please register online and then email caitlin.mcnulty@salve.edu. When it asks for a team name, please add "**Team Salve**". Registering for this 5k will be a great opportunity for employees that have similar interests to get together and do something they truly enjoy while also supporting a great cause!

By joining your colleagues and registering for the race, you will have the ability to log **200 pts in the Harvard Pilgrim Living Well Portal** on the day of or after the event takes place. As a reminder, employees enrolled in the University's medical plan who earn 1,000 pts by December 15, 2024, will receive a \$260 payroll credit in February 2025. If you have any questions, please contact Caitlin McNulty at the email above.

For more information, go to www.newportnightrun.com ————— Salve Regina is a Silver sponsor of this event.



Professional Development Opportunities!

Professional Development Opportunities

All employees are encouraged to participate in professional development opportunities that will help them in their career.

Click on the Workshop titles to register; fees for each workshop are \$90 / person. Fees are typically paid through the registrant's department professional development budget.



March

Mastering Connections: The Art of Effective Relationships for Impact

Date: Thursday, March 7, 9AM – 12PM
Location: Providence College, Slater Center Executive Dining Room

Participants will learn key tactics to build impactful connections and foster thriving relationships within and beyond their area of influence. They will refine the art of crafting strategic relations, learn trust-building strategies, and expand their network to transcend their impact. This workshop will leverage the DISC assessment tool, which provides a framework for understanding different communication styles and preferences.

Tapping Mindfulness, Positive Psychology & Neuroscience to Address Stress and Burnout

Date: March 28, 9AM – 12PM
Location: Rhode Island College, Gaige Hall, Rm. 200

Can stress harm your productivity and effectiveness at work, as well as your overall sense of contentment in life? Unfortunately, the answer is yes. The aim of this session is to give you fresh ideas to help you understand your stress and build resilience to reduce its impact on your life. You'll leave with action-oriented ideas you can put into place right away.

April

Being Me, Being We: Exploring the Lost Lesson of Relationships

Date: Thursday, April 4, 9AM – 12PM
Location: Rhode Island College, Gaige Hall, Rm. 200

This workshop invites you on a journey where you will participate in the experience of sharing your thoughts, feelings, beliefs, and experiences of how you give and what you get in your relationships.

Navigating Workplace Conflict

Date: Thursday, April 18, 9AM – 12PM
Location: Bryant University, Academic Hall, Room MRC3

Participants will build on knowledge around individual conflict style, conflict theory and positive communication to practice strategies of effective conflict resolution in the workplace.

May

Get Your Space and Time In Order

Date: Thursday, May 2, 9AM – 11:30AM
Location: Bryant University, Academic Hall, Room MRC3

If you are struggling with disorganization in your home, your workplace, or your schedule, you need a system to help you get it all under control. It can be so frustrating to feel that you're wasting time, money, and energy due to being disorganized, but not knowing how to make it better makes it even more overwhelming. You've read all the books, surfed all the sites, and watched all the organizing shows, but you still don't know how to get going.

The IN ORDER™ system is designed to help you get started and walk you through the process of organizing both your spaces and your time in a simple, straightforward way so that you can accomplish your organizing goals.

The Chronicle of Higher Education—Virtual Webinars



Preparing Today's Students for Tomorrow's Jobs March 6 at 2 p.m.

At a time of rising tuition and fast-changing, uncertain career paths, does college still play a role? Join us for a virtual forum on how to prepare students for the work force.



Sharpening the Social-Mobility Mission March 12 at 2 p.m.

College is often seen as a path to economic opportunity. Is that conventional wisdom true? Join us to explore the connection between college degrees and social mobility.



Building Successful Graduate Programs March 13 at 2 p.m.

Join experts to explore updated strategies that universities can use in their graduate programs.



Wellness—Harvard Pilgrim Free Webinar Series



LIVING WELL AT HOME

Virtual wellness classes and webinars

Our well-being programs are here for you when you need them the most. Whether you are looking to shake it up, stretch it out, or get centered, we've got you covered with Zumba®, yoga, guided mindfulness, and wellness sessions, which are now available to everyone through our Living Well at Home programs. All classes are at no cost to you and easy to access via Zoom.



[Wellness Webinars](#) | [Guided Mindfulness](#) | [Fitness Classes](#) | [Webinar Library](#)

Wellness Wednesdays | 1:00—1:30pm

[Join via Zoom](#)

March 6 — Portion Control and Nutrition

This session will provide information on all the tools necessary to maintain great health. It includes information such as meal planning, portion sizes, healthy shopping tips, and healthy cooking.

March 13 — Eating Mindfully

This session looks at why we choose the foods we eat. Sometimes our emotions, environment and mindlessness decide what we eat and when. Examine the cause of emotional eating and how to relearn your hunger cues. Leave with a better understanding of why we eat what we eat and how to combat some of those influences.

March 20 — Pantry Do's & Don'ts

Take a virtual tour of a typical pantry to learn more about the nutritional content of popular foods. America's food system is riddled with 'fake foods' that are predominantly nutrient absent. Learn about which foods are better choices and which ones are best left at the grocery store.

March 27 — Nutrition Food Labels

This session helps you make sense of everything you see on the front and back of food packages. Portions, Servings, Daily Values—what do they all mean? Learn what to pay attention to in ingredients lists.



Fitness Thursdays | 1:00—1:30pm

[Join via Zoom](#)

March 7, 14, 21 & 28

Chair Yoga

Join us for an all-levels chair yoga class including gentle, meditative movement of all the joints with a focus on breath. You'll leave the session feeling relaxed, alert, and more connected to your body!

For links to live sessions, and recordings of previous webinars, please visit harvardpilgrim.org/livingwellathome and Harvard Pilgrim [YouTube channel](#)



Coastline EAP Live and On-Demand Webinars



A library of on-demand webinars are available through the [Coastline EAP website](#).

For further understanding of the EAP benefit and its available services view the [Coastline EAP Video](#).

March's [Coastline EAP Newsletter](#) provides short articles on a variety of work-life topics:

- End Your Day with a Transition Ritual
- Stress Tips from the Field: Take It One Day at a Time
- Getting the Most Out of Online Counseling

Coastline EAP's Live Wellness Sessions

Coastline EAP offers live weekly wellness sessions to help you boost your emotional health and wellness. Our classes are evidence-based and designed to help you engage your body's natural relaxation response.

Supervisors' Guide to EAP (30 Min)

[Wednesday, March 6 from 12—12:30pm](#)

In this training you will learn about Coastline's services as well as additional services available for supervisors, managers, and HR such as onsite grief or trauma support, management consultations and referrals, and how to motivate your employees to contact us.

Mindful Movement

[Monday, March 25 from 12—12:30pm](#)

These gentle movements performed while standing and/or seated are designed to help your body release stress while also connecting you to the present moment. No prior experience is necessary. All are welcome!

To join webinars, click on the hyperlinks above or visit the Coastline EAP website. The home page will display a welcome message followed by a ["Live Meditation Registration"](#) link.

March's Featured Webinar (On-Demand)

[Bullying: Awareness and Effective Response](#)

This training will cover three key areas: Bring awareness of bullying in both the workplace and schools through identifying the signs and behavior; discuss the negative impact and effects; introduce strategies & steps to combat and prevent bullying.

TIAA Live Webinars



Virtual counseling appointments are currently held with Dan Samson or Rick O'Brien. To schedule an appointment virtually, [click here](#) or scan the QR code.



All Salve employees are invited to attend the following lunchtime webinars (12-1pm) offered through TIAA's virtual environment. These informative, interactive workshops will give you strategies and tactics to help you achieve your financial and retirement goals. **TIAA webinars and virtual 1-on-1 meetings can be logged as 200 points on the [Harvard Pilgrim Living Well portal](#).**

March 6
March 20

The Starting Line
Paycheck for Life: Set Your Sights on Retirement Security

To reserve your space click [HERE](#).

[Home](#)



Candlelit Prayer Service

CANDLELIT PRAYER SERVICE FOR LENT

MONDAY, MARCH 4 • 5:30 - 6:00 PM
OUR LADY OF MERCY CHAPEL

EXPERIENCE THE SACRED **MYSTERY** OF LENT THROUGH **SONG** AND **SILENCE**
IN THE SPIRIT OF **TAIZÉ**

OPEN TO THE PUBLIC



ALL ARE WELCOME

Free Online Training with LinkedIn Learning

Looking to improve your Microsoft Office skills? Try these self-paced, exciting training videos from **LinkedIn Learning! It's fun and 100% free to Salve community members.**

If you have any questions or concerns, please reach out to Daniel Titus by email at titusd@salve.edu or by phone at X2451.



Cert Prep: Word Associate - Microsoft Office Specialist for Office 2019/365



Cert Prep: Excel Associate - Microsoft Office Specialist for Office 2019/365



Cert Prep: Outlook Associate - Microsoft Office Specialist for Office 2019/365



Library Events—Inclusive Reading Club



Inclusive Reading Club

Thursday, March 7, 4:00-5:30pm
McKillop Library 219

Women's Suffrage & Witchcraft

For Women's History Month, we will focus on women's suffrage and its connection to witchcraft and the persecution of women across many centuries.

When the Eastwood sisters join the suffragists of New Salem, they begin to pursue the forgotten words and ways that might turn the women's movement into the witch's movement. Stalked by shadows and sickness, hunted by forces who will not suffer a witch to vote—and perhaps not even to live—the sisters will need to delve into the oldest magics, draw new alliances, and heal the bond between them if they want to survive.

There's no such thing as witches. But there will be.



RARE BOOKS SALON

MCKILLOP LIBRARY ARCHIVES
& SPECIAL COLLECTIONS



A DISCUSSION OF MARTIN DEL RIO'S *INVESTIGATIONS INTO MAGIC AS AN OBJECT OF STUDY FOR ART, WITCHCRAFT, AND PRINTING TECHNOLOGY*

Facilitated by Dr. Anthony Mangieri, Ernie Jolicour, Edward Iglesias and Susannah Strong

Wednesday, March 20, 4:00-5:30pm
McKillop Library Atrium

Salve Day of Giving

3.7.24

DAY OF GIVING

One Day. One Salve.



Salve Day of Giving is on Thursday, **March 7**. Our chance to come together, give back by supporting scholarships, academics, athletics, and celebrate all that is Salve!

Join us at **O'Hare 12pm - 3pm** for trivia, games, prizes, coffee & cookies, and more. All are invited!

And who knows...a few special guests might show up!



SALVE REGINA
UNIVERSITY

Give Now!



Share & Learn!



Catherine's Cupboard



HOW CAN I HELP?

The resources Catherine's Cupboard is able to provide are almost entirely donation based. If you would like to aid in our mission of helping underprivileged students, you can deliver donations to room 201 in Gerety to Kathleen Rendos or Kelly Powers. A list of acceptable donations can be viewed below: Nonperishable food items (ramen, soups, pasta, peanut butter, etc.)

- Snacks (granola bars, chips, candy, apple sauce, fruit snacks, etc.)
- Cleaning products (Lysol wipes, paper towels, hand sanitizer, etc.)
- Toiletries (pads/tampons, tissues, toilet paper, shampoo and conditioner, bars of soap, etc.)

Center for Community Engagement and Service
Community.Services@Salve.edu
401-341-2440 Gerety 201
Facebook.com/SalveService
@SalveService



SALVE REGINA
UNIVERSITY

CATHERINE'S CUPBOARD

Center for Community
Engagement and Service

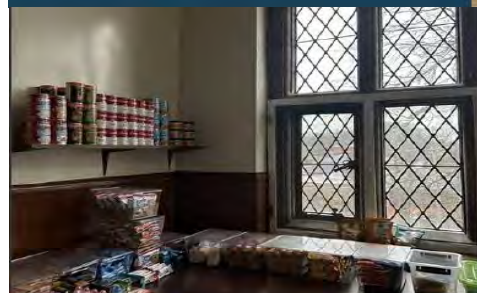
PANTRY'S HOURS

Monday-Friday:

8:30 am - 4:30 pm

Saturday: CLOSED

Sunday: 2 pm-8pm



Mission statement

The goal for Catherine's Cupboard is to provide a safe space for Salve students, staff, faculty, and fellows who may be experiencing food stress. The only way Salve Regina can be at its best is if our body of Seahawks receive proper nutrition for their everyday needs. That's why Catherine's Cupboard will strive to help anyone who needs one of life's most basic needs. We work to destigmatize food stress to create the most welcoming atmosphere we can for Salve Regina University.

WHERE IS CATHERINE'S CUPBOARD?

Gerety 211. To find room 211 climb the grand staircase and take a right at the top. There should be a hallway with white subway tiles on the right side. The room will be to the right of the white tiled hallway.

WHO IS ELIGIBLE TO USE CATHERINE'S CUPBOARD?

All faculty, staff and students at Salve can access the cupboard.

HOW IT WORKS

The Cupboard is entirely anonymous. Students who need resources can visit the Cupboard during any of its opening hours and take what they need. There will be no one there to monitor students who come in and out so the process remains anonymous. We only ask that you record what kind of items have been taken and how many on the sheet provided in the Cupboard so that we can keep track of what needs to be restocked. You do not need to sign your name or put down any of your information, only the number of items taken.

JOIN THE ADVISORY COMMITTEE

Want to get involved? We are looking for members of the Salve Community to run the pantry.

Contact: Community.Services@Salve.edu

WHAT KIND OF RESOURCES DOES THE CUPBOARD OFFER?

The Cupboard has an array of essentials including paper towels, toilet paper, nonperishable food, gum, toothpaste and toothbrushes, and much more!

WHAT IF I NEED ACCESS TO A RESOURCE THAT THE CUPBOARD DOES NOT HAVE AVAILABLE

Catherine's Cupboard works relentlessly to provide any resource a member needs to succeed. If there is something that you need, but the pantry does not have, do not hesitate to contact The Center for Community Engagement and Service.

Email: Community.Services@Salve.edu
Phone: 401-341-2440





Merch for Staff and Staff Lunch with the President!

Call For Interest! Merch For Staff

Are you interested in Salve merch made specifically for staff?

Scan the QR code below to fill out the interest form



*Staff would be responsible for purchasing their own merch.
SAC will facilitate design, orders, and distribution.
Email dominique.gagnier@salve.edu with any questions.



STAFF ADVISORY COUNCIL

Staff Lunch with the President
Tuesday, March 26th
12pm-1pm | Ochre Court



Faculty Lecture Series—Women and Gender



McKILLOP LIBRARY Faculty Lecture Series

McAULEY INSTITUTE FOR MERCY EDUCATION

Mercy Interdisciplinary Faculty Collaborative



Join seven McAuley Scholars who will share their experiences advancing teaching and research initiatives that address the Critical Concern of Women and contribute to the mercy, Catholic vocation of Salve Regina University.

Wednesday, April 3, 4-5:30pm
McKillop Library, First Floor



ESTHER MARÍA ALARCÓN ARANA, PH.D.
¡Las Chicas son Guerreras! Mujeres y Música Consciente en la España Contemporánea



BELINDA BARBAGALLO, PH.D.
Risks of PFOS Exposure in Pregnancy: A Public Health Outreach Campaign



DONNA HARRINGTON-LUEKER, PH.D.
Life-Writing: Women and Autobiography



KAITLIN GABRIELE-BLACK, PH.D.
Shifting Roles, Shifting Identities: Exvangelical Mothers' Experiences of Parenthood and Identity Development



TARA BROOKE WATKINS, PH.D.
The Strindberg Experiment



KATHLEEN MUIRHEAD, PH.D.
Counseling and Gender: Examining Human Development Through a Non-Binary Gender Lens



VICTORIA GONZALEZ, PH.D.
Examining Gender Roles



Click for more event information



Office of Human Resources
Stonor Hall
Salve Regina University
100 Ochre Point Avenue
Newport, RI 02840

Phone:
(401) 341-2154

E-mail:
sarah.trefethen@salve.edu

Important Dates

- March 4 (Monday 5:30pm—6pm) **Candlelit Prayer Service for Lent, Our Lady of Mercy Chapel**
- March 7 (Thursday 9am—12pm) **Mastering Connections: The Art of Effective Relationships for Impact**, Providence College—Slater Center Executive Dining Room
- March 12 (Tuesday 2:30pm—4pm) **Interview Exchange Training for Supervisors**, Virtual Webinar
- March 21 (Thursday 12pm—1pm) **HR Lunch and Learn—Make the Move Toward Long Term Financial Security**, Ochre Court Library
- March 26 (Tuesday 12pm—1pm) **Staff Lunch with the President**, Ochre Court
- March 28 (Wednesday 9am—12pm) **Tapping Mindfulness, Positive Psychology & Neuroscience to Address Stress and Burnout**, Rhode Island College—Gaige Hall room 200
- March 29 (Friday) **Good Friday (University President's Day)**
- April 4 (Thursday 9am—12pm) **Being Me, Being We: Exploring the Lost Lesson of Relationships**, Rhode Island College—Gaige Hall room 200
- April 6 (Saturday 7:30pm) **Newport Night Run—A Race for Education**, Rogers High School
- April 8 (Monday 12pm—1pm) **HR Lunch and Learn—Make Discover the Roots of Trees: What Can We Learn from Salve's Arboretum**, Ochre Court State Dining Room
- April 18 (Thursday 9am—12pm) **Navigating Workplace Conflict**, Bryant University—Academic Hall room MRC3
- April 18 (Thursday 11am—2pm) **Chair Massages for Faculty and Staff**, Ochre Court Library
- May 2 (Thursday 9am—12pm) **Get Your Space and Time In Order**, Bryant University—Academic Hall room MRC3

*Happy Easter
from the
Office of Human Resources*

